

KENTUCKY CIRCUIT COURT CLERK EXAMINATION

**Vacancy Examination for Counties:
Boyd, Franklin, Lee, Marshall, Morgan, Webster**

**ADMINISTRATIVE OFFICE OF THE COURTS
1001 VANDALAY DRIVE
FRANKFORT, KY 40601**

Explanation of Testing and Scoring Process

The Circuit Court Clerk Examination will consist of general knowledge questions (reading, language and math) and specific knowledge pertaining to the Kentucky Circuit Clerk's Manual, the Kentucky Circuit Clerk's Accounting and the Kentucky Court of Justice Personnel Policies. The test is multiple choice.

Pursuant to SCR 1.060, a minimum score of seventy percent (70%) is required for an applicant to be able to seek the office of circuit court clerk. The total time for completing the test is four (4) hours. Breaks may be taken as necessary. Each applicant is responsible for monitoring his/her time.

Each candidate will be notified of the examination results by letter. AOC will transmit notification of candidates with passing scores to the Secretary of State's Office and the appropriate county clerk's office.

Items to Bring to Exam:

The exam will begin at 10:00 a.m. (prevailing Frankfort time) at the Administrative Office of the Courts. Applicants are asked to arrive at the AOC no later than 9:15 a.m. in order to complete the registration process. No one will be admitted to the exam after 9:45 a.m. All supplies needed for the exam (paper, pencils) will be provided. Food and/or beverages and calculators will not be permitted in the exam room. Please bring photo identification such as a driver's license or passport.

Exam Study Materials

The Administrative Office of the Courts makes study materials for the exam available online at www.courts.ky.gov.

Questions about Filing for Elective Office:

The Administrative Office of the Courts is unable to provide guidance to candidates or potential candidates regarding the process of filing for or seeking elective office. For information about the filing process, filing deadlines, etc. contact county court clerk in your county of residence, or contact the Secretary of State in Frankfort at 502/564-3490.